

REQUEST FOR CHANGE (RFC)

RFC Number	1014II01AH	Request Date	09/25/2009		Problem ticket number: N/A
Change Classification: (Emergency, High, Medium, Low)		Medium			
Requestor Name:		Andrew Hoff			
Approval Manager's Name:		Alvin Wilson			
Change Description		<ol style="list-style-type: none"> 1) Add forms.IN.gov to the Online Services section of each agency 2) Change the text "Subscriber Center" to "Account Center" in each agency's Online Services section 3) Add a mobile icon linking to http://www.in.gov/mobile/2354.htm to the right navigation of agencies that have a Stay Connected section. 4) Update the footer of each agency to include their specific contact number 			
Change Justification:		These changes are needed to promote new services and increase the level of customer service provided to Indiana constituents.			
Description of change procedure to be executed:		Please see WebCMS Change Management Procedures			
Risk Assessment – Impact of change :		Publication of entire agency project may result in web pages with errors.			
Agencies Affected:		Arts, ATC, Auditor, Bio, BMV, BOAH, CHE, CPE, CTB, DCS, DFI, DHS, DLGF, DMHA, DNR, DOE, DOL, DOR, DVA, DWD, DYS, First Lady, Flu, FSSA, GOV, GPCPD, HIP, House Republicans, HRC, IBTR, ICHLA, ICJI, ICPR, ICRC, ICW, IDACS, IDEM, IDOA, IDOC, IDOC, IDOI, IEDC, IEERB, IFA, IGC, IHB, IHCD, ILEA, ILRC, ILTCP, INDOT, INShape, IOD, IOT, IPAS, IPSC, ISCBA, ISDA, ISDH, ISEP, ISP, ITPC, IURC, IWM, LGOV, Library, Mobile, NRC, OCRA, OEA, OED, OFBCI, OMB, OUCC, PAC, PEN Products, PERF, PLA, RDA, Recycle, SAB, SBA, SBOA, Senate Democrats, Senate Republicans, SOS, SPD, SSACI, TOS, TRF, WCB, YHCC, IESA, IG			
Description of back out procedures to be executed.		Undo changes and republish agency website(s).			
Change Notification (agencies/groups to be notified)		Arts, ATC, Auditor, Bio, BMV, BOAH, CHE, CPE, CTB, DCS, DFI, DHS, DLGF, DMHA, DNR, DOE, DOL, DOR, DVA, DWD, DYS, First Lady, Flu, FSSA, GOV, GPCPD, HIP, House Republicans, HRC, IBTR, ICHLA, ICJI, ICPR, ICRC, ICW, IDACS, IDEM, IDOA, IDOC, IDOC, IDOI, IEDC, IEERB, IFA, IGC, IHB, IHCD, ILEA, ILRC, ILTCP, INDOT, INShape, IOD, IOT, IPAS, IPSC, ISCBA, ISDA, ISDH, ISEP, ISP, ITPC, IURC, IWM, LGOV, Library, Mobile, NRC, OCRA, OEA, OED, OFBCI, OMB, OUCC, PAC, PEN Products, PERF, PLA, RDA, Recycle, SAB, SBA, SBOA, Senate Democrats, Senate Republicans, SOS, SPD, SSACI, TOS, TRF, WCB, YHCC, IESA, IG			



Indiana Office of Technology

<i>CHANGE REQUEST SCHEDULE</i>	
DATE and TIME to be implemented:	The change will begin on 10/14 at 5:00 p.m. and continue until completed.
APPROVAL DATE:	
REJECTION DATE:	
REASON FOR REJECTION:	
DATE COMPLETED:	
IF <u>NOT COMPLETED WHY?</u>:	
DATE RESCHEDULED:	
IF <u>CANCELLED, WHY?</u>:	